



The Promise of Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live.

We care about the entire community, and we are dedicated to helping people help themselves and each other.

696 So. Tippecanoe Ave  
San Bernardino, CA 92415  
www.capsbc.org

**HEAP 2012**  
**(HOME ENERGY ASSISTANCE PROGRAM)**

The Community Action Partnership of San Bernardino County (Energy Conservation Program) is processing HEAP (Home Energy Assistance Program) applications for qualifying residents to receive an annual CREDIT, which can be applied towards, GAS or ELECTRIC accounts. **Qualification will be based on criteria set by the State and agency profile goals.**

**DOCUMENTATION REQUIRED: (COPIES ONLY)**

- Both **CURRENT GAS** and **ELECTRIC** bills with **usage** are required (all pages to electric bill). (Note: Bills must be for a minimum of 22+ days of service.)
- Rental agreement A **MUST** for CURRENT address /mortgage payment book showing your name and proof of residency. **NO RENT RECEIPTS**

**Acceptable types of IDENTIFICATION:**

- CALIFORNIA PICTURE ID with CURRENT address a **MUST**  
**No brown change of address cards from the DMV accepted**
- SOCIAL SECURITY CARD A **MUST** for all household members.

**INCOME VERIFICATION MUST BE PROVIDED FOR ALL HOUSEHOLD MEMBERS INCLUDING CHILDREN.**

**CURRENT proof of income:**

- TANF (AFDC), **FOOD STAMPS**, **General Relief for the CURRENT MONTH**
- 2012 Award letter for SSI/SSA or **CURRENT** bank statement showing amount (s) deposited. **NO 1099 forms for the year 2011 SSA/SSI income.**
- WAGES (check stubs for prior 30 day PAY PERIODS).
- **All adults over the age of 18 years with no income must complete a CA43B Declaration of No Income form.**
- Verification of child support ("CURRENT MONTH" printout of prior 30 days monies issued) from the district attorney's office
- For state disability, worker's compensation, unemployment benefits or pension, you must show all pay stubs for all pay periods for the prior 30 days.
- Income contributions/cash payments should include date, name, address of person giving contributions.

**HEAP ANNUAL CREDIT applications are processed BY MAIL ONLY.**

**Clients requesting assistance other than the annual HEAP credit must call our office at (909)723-1500 for qualifying criteria.**

**REMEMBER: THERE IS NO GUARANTEE YOU WILL BE ASSISTED UNTIL YOUR PAPERWORK AND HOUSEHOLD SITUATION IS REVIEWED. ASSISTANCE IS BASED ON CRITERIA SET BY HEAP STATE REQUIREMENTS, WHICH MUST BE MET BY APPLICANT.**

**MAIL COMPLETED APPLICATIONS WITH APPLICABLE DOCUMENTS**